



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Language and Cross-Cultural Coordinator, FSN-6 (€ 12,961.00)

The United States Peace Corps is a non-political, non-religious organization which brings American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The ***Language and Cross-Cultural Coordinator*** will work as a member of the Programming & Training Unit supporting the entire Peace Corps Kosovo Program. The Language and Cross-Cultural Coordinator will:

- Provide expertise in language and cross-cultural training design and implementation for adult learners;
- Oversee the implementation and operation of the Peace Corps language/cross-cultural training program for its Peace Corps Volunteers and Trainees;
- Design and update the language/cross-cultural training curricula;
- Establish language training goals and competencies and plan the coursework and main program activities
- Design, implement, supervise and evaluate the Volunteer language/cross-cultural proficiency and provides regular feedback on progress in learning;
- In collaboration with the Training Manager (TM) and Director of Programming and Training (DPT), hire language facilitators (temporary Pre-Service Training (PST) staff), develop and facilitate Training of Trainers and their criteria for performance;
- Responsible for directing, monitoring and evaluating the language facilitators and Volunteer learning process; and
- Collaborate with the Training Manager (TM) in finding appropriate villages and host families for PST.

Mandatory Qualifications

Education: University degree in language education or a related field.

Professional Work Experience: Minimum 5 years experience working in a language education environment.

Language: Fluent Albanian and professional proficiency in English are required; professional proficiency in Serbian is desired.

Desired Qualifications:

- Experience and background working in training design and facilitation or education settings, particularly with adult learners
- Experience in language materials development and some supervisory experience
- Evidence of administrative skills
- Evidence of leadership skills
- Excellent interpersonal communication and organizational/time management skills
- Proactive attitude and flexibility
- Professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an multi-cultural team

This position begins as an FSN Grade equivalent 6 with an annual salary of €12,961 + benefits.

Important! Applicants must clearly describe or demonstrate IN ENGLISH how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV in ENGLISH by e-mail to kosovopc@peacecorps.gov. The SUBJECT LINE of this email MUST state: **Application for Language and Cross-cultural Coordinator**. Hard copies of applications will not be accepted.

Closing date: applications must be received **no later than midnight October 26, 2014 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.